

WAUPACA AREA PUBLIC LIBRARY
107 South Main Street
Waupaca, WI 54981

Library Board Meeting
April 13, 2004

Present: Richard Dance, Paul Hagen, Taylor Miskinis, Robert Nelson, Brenda Williams,
Julie Eiden-arrived at 6:52

Absent: Maureen Parent

Also Present: Jerry Brown, Margaret Burington, Sue Abrahamson, Dave DeBolt

- I. Meeting called to order at 6:30pm by President Richard Dance.
- II. Roll Call
- III. Approval of Agenda
 - 1) Williams
 - 2) NelsonUnanimously Approved
- IV. Report from Dave DeBolt

Dave suggested a possible calendar using local artists, as a fundraiser for the exhibit room. Peg Burington requested Dave send Thank-You notes to the judges of the Student Art Show.
- V. Secretary's Report
 - a. Approval of Minutes from March 9, 2004 meeting
 - 1) Miskinis
 - 2) WilliamsUnanimously Approved
- VI. Treasurer's Report
 - a. Approval of monthly bills of \$34,508.31
 - 1) Hagen
 - 2) DanceUnanimously approved
 - b. Full time salary, wages & overtime \$15,403.04
 - c. Part time wages of \$9,670.49
 - 1) Hagen
 - 2) DanceUnanimously approved
 - d. Fine income report
No Discussion
- VII. Circulation Chart

Peg explained the Daily Circulation Statistic form. Paul asked her to reference this page at Waupaca City Council meetings to express the magnitude of our services.
- VIII. Library Visits Chart

Library visits are up 8%.
- IX. Department Reports
 - a. Director's Report
No Discussion
 - b. Adult Department Report

Richard Dance asked about the loitering problem. Peg explained the community service project and handed out sample brochures.
Discussion of new book sale room for Friends of the Library.

c. Youth Department Report

No Discussion

d. Reference Report

No Discussion

e. Reference Chart

No Discussion

f. Young Adult Report

Peg explained the refreshment sales in the YA room. There will be a poetry party in the YA room on Friday April 16, 2004. Peg will ask the City Council for permission to hold a SLAG car wash in the parking lot. SLAG will be making Mothers Day Corsages. Richard asked Peg to check into liability insurance for SLAG events.

g. Interlibrary Loan Chart

Richard noticed the graph was not correct for March. Jerry will make the needed corrections.

X. Library Subcommittee's

a. Library Personnel

Approval of evaluations of Jan Rademacher, Paula Reedy, Katie Olson, Nolan Seewald, Rhoda Engel and Ruth Hoppe.

1) Hagen

2) Dance

Unanimously Approved

Next meeting set for April 27, 2004 @ 11:00am

b. Library Policy Committee

Next meeting set for May 4, 2004 @ 4:00pm

c. Library Planning

No Discussion

d. Library Finance Committee

No Discussion

e. Library Ad Hoc Planning & Needs Assessment

Julie Eiden reported that we cannot move forward unilaterally. We must include all other libraries. The Ad Hoc committee will host a meeting to discuss future funding reform. All Waupaca county libraries will be invited. The meeting will be held May 17, 2004 @ 6:30pm.

XI. Old Business

a. Review Library Internet Use

There has been an incident this month of an adult patron viewing inappropriate sights on an Adult Department internet computer. Dominic explained our policy to the patron and asked them to leave. The Library Board reviewed and discussed library policy on inappropriate use of the internet.

b. Status of Compensatory Time Policy

Jerry discussed the Compensatory Time Policy. We have begun using it and Paul suggested we continue to do so.

c. Plan to increase Library Director's salary into the range set by the

City of Waupaca

Options discussed. Motion to adjust Jerry's salary to \$24.45 effective July 1, 2004 or the closest pay period to that time.

1) Hagen

2) Dance

Unanimously Approved

XII. New Business

a. Review and approve library policy on reconsideration of materials.

b. Review and approve library policy on volunteers

c. Review and approve library policy on community service workers

Reviewed with no changes. Richard suggested we add April 13, 2004 to the bottom of the page.

1) Eiden

2) Miskinis

Unanimously Approved

d. Review and approve library policy on the responsibilities and duties of the Library Board

"Chapter 43 of Wisconsin Statutes provides further information on Libraries" to be added to the last line.

1) Eiden

2) Miskinis

e. Review and approve library reference services policy

1) Eiden

2) Miskinis

f. Amend circulation of materials policy

Numbering needs to be corrected. If the library is closed the item is due on the next work day. Add "Outside drop available for patron convenience".

1) Eiden

2) Miskinis

g. Discuss changing Saturday and Sunday hours at the same time October – September

Peg recommends adjusting hours in fall making weekend changes at the same time. She will gather September and May statistics to help make the decision and report again in June.

XIII. Announcements and Correspondence

a. Check from Kwik Trip from milk label and milk cap program

No Discussion

b. Check from OWLS for half of this years county reimbursement

No Discussion

XIV. Motion to go into closed session in accordance with Wis. Stats 19.85(1)(b) & (c) to discuss employee evaluations and dismissal of an employee @ 8:20

1) Dance

2) Miskinis

Motion to adjourn @ 8:30

1) Miskinis

2) Dance

The next meeting of the Library Board will be on May 11, 2004 @ 6:30 p.m.